

RULE 16 (Amended)

CITY OF SANTA FE DRUG AND ALCOHOL TESTING POLICY FOR DEPARTMENT OF TRANSPORTATION REGULATED EMPLOYEES

SECTION 1. PURPOSE AND APPLICABILITY.

The purpose of this policy is to establish the City of Santa Fe's program and procedures for implementing the requirements of the Omnibus Transportation Employee Testing Act of 1991 through the Department of Transportation (DOT) Regulations, Part 382 and Part 40 with regards to certain Transit Division employees performing "safety sensitive functions," as that term is defined in the federal law and in this policy. This policy is intended to achieve a drug and alcohol-free workplace and to reduce the probability of accidents or incidents related to the use and/or abuse of alcohol and other drugs by employee, to establish procedures for drug and alcohol testing and to encourage early intervention through supervisory involvement.

Rule 16 (Amended), as set forth herein, applies only to DOT regulated employees who perform safety sensitive functions. A list of all covered positions/classifications is set forth in Section 3 of this Policy. Rule 16 (Amended), of the City of Santa Fe Personnel Rules and Regulations, entitled "Drug and Alcohol Testing Rule for Federally Mandated Employees," as amended; All other federally mandated employees, as that term is described in Rule 16 (Amended), are subject to the provisions of Rule 16.

This policy outlines four principles as a means to achieve the goal of providing workplace free from the effects of drug and alcohol use and abuse for its employees: deterrence, treatment and rehabilitation, detection and enforcement. Deterrence will be emphasized through education and training. Information regarding the effects of substance abuse in the workplace will be made available to all safety sensitive classified employees, and supervisors and managers will receive special training in detection, early intervention and enforcement. The City's Employee Assistance Program provides assistance to employees with personal problems, including those associated with the misuse of drugs and alcohol. The City supports rehabilitation before an employee's job is in jeopardy. Employees are encouraged to seek help for drug and alcohol problems.

The City employs the following drug and/or alcohol testing for the purpose of detection: pre-employment, reasonable suspicion, post accident, return to duty, follow up and random.

SECTION 2. POLICY STATEMENT.

- A. The City of Santa Fe is committed to maintaining a drug-free workplace to promote both the quality of its services and the safety of its employees, its customers and the public. Every City of Santa Fe Department of Transportation regulated employee or employee who holds a position which would be defined as safety-sensitive (covered employee) is subject to regulations issued pursuant to the Omnibus Transportation Employee Testing Act of 1991 (the Act). Each covered employee, in accordance with the Act, is:
1. prohibited from using, possessing, selling, purchasing manufacturing, distributing, or transferring alcoholic beverages (except off-duty use at public events) or controlled substances or other performance-impairing substance while on duty or on City of Santa Fe property; and
 2. prohibited from being present on City of Santa Fe property (except off-duty alcohol use at public events), reporting to work or performing work while that employee is under the influence of alcohol or has any controlled substance or other performance-impairing substance in his/her system; and
 3. prohibited from the consumption of alcohol within four (4) hours of the employee's scheduled time to report for work, or within eight (8) hours following an accident or until the employee takes a post-accident alcohol and or drug test, whichever occurs first; and
 4. required to submit to an alcohol and/or drug test when directed by the City of Santa Fe; and, prohibited from tampering or attempting to tamper with such alcohol and/or drug test.
- B. Each covered employee, under the City of Santa Fe's own authority:
1. shall be responsible for informing his/her supervisor when taking prescribed medication that is covered under the terms of this policy and shall use medically authorized drugs or over the counter medications in a manner which will not impair on-the-job performance; and
 2. shall promptly report to his/her supervisor whenever he/she observes or has knowledge of another employee who poses a hazard to the safety and welfare of others.

- C. In accordance with the Omnibus Transportation Employee Testing Act of 1991 and the regulations issued pursuant to this Act:
1. It is the City of Santa Fe's policy that every covered employee comply with the City's Drug and Alcohol Testing Policy for Transit Division which details the City's program.
 2. Compliance with this Policy is a condition of employment with the City of Santa Fe for all covered employees.
 3. Under the City of Santa Fe's own authority, violations will result in discipline in accordance with Section 13 of this Policy.
- D. Prescription drugs may be used in amounts as lawfully prescribed. As necessary, employees shall be required to provide proof of lawful prescription. Employees shall advise their supervisors if the prescription drugs may affect their ability to perform work duties safely and efficiently.

SECTION 3. COVERED EMPLOYEES.

As required by the regulations issued pursuant to the Omnibus Employee Testing Act of 1991, the City of Santa Fe shall conduct drug and alcohol testing for all covered employees. Covered employees are those employees who occupy positions that perform a "safety-sensitive" function and applicants for a safety-sensitive position. "Safety sensitive" functions are defined as:

1. operating a Combination vehicle (Group A) any combination of vehicles with a gross combination weight rating (GCWR) of 11,794 kilograms or more (26,001 pounds or more) provided the gross vehicle weight rating GVWR of the vehicle (s) being towed is in excess of 4,536 kilograms (10,000 pounds) GVWR.
2. operating heavy straight vehicle, (Group B) any single vehicle with a gross vehicle weight rating (GVWR) of 11,794 kilograms or more (26,001 pounds or more), or any such vehicle towing a vehicle not in excess of 4,536 kilograms (10,000 pounds) GVWR.
3. operating small vehicle (Group C) any single vehicle, or combination of vehicles that meets neither the definition of Group A nor that of Group B as contained in this section, but that either is designed to transport 16 or more passengers including the driver or is used in the transportation of materials

found to be hazardous for the purposes of that Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR part 172, subpart F).

4. service maintenance of either group A, B or C vehicles or equipment used;
or
5. dispatch of either group of A, B or C vehicles as listed in this (Section).

A list of all covered positions/classifications is attached as Exhibit 1 to this Policy.

SECTION 4. EDUCATION.

Every covered City of Santa Fe employee will receive a copy of this Policy. DOT regulated employees will receive a minimum of sixty (60) minutes of training regarding this Policy and the effects of prohibited drug use and alcohol misuse that impacts an individual's biological, emotional, psychosocial well being. The effects of misuses can be seen in an individual's work performance, attitude and social interaction. Training shall be provided to each covered employee within 60 days of adoption of this Policy for current employees, and within 60 days of a new employee's date of hire.

All City of Santa Fe supervisory personnel who are designated to determine whether reasonable suspicion exists to require a covered employee to undergo alcohol and/or drug testing will also receive a minimum of one hundred and twenty (120) minutes of training on the physical, behavioral, speech, and performance indicators of probable prohibited drug use and alcohol misuses.

SECTION 5. SUBSTANCES TESTED

A. Alcohol

Employees subject to alcohol testing will have a sample of their breath tested for the presence of the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol. U.S. Department of Transportation breath alcohol testing forms shall be used. A breath alcohol level of 0.04 or greater constitutes a positive test result. In addition, under its own authority the City considers a second breath alcohol test level between 0.02 and 0.039 within a 12-month period to constitute a positive test result. A confirmation test will be given if an employee's initial breath alcohol test level exceeds 0.04.

Any refusal to submit to an alcohol test, and all positive alcohol tests, will be reported immediately by the testing facility to the City of Santa Fe (DER) Designated Employer Representative as required by law.

B. Drugs

Employee subject to drug testing will have a sample of their urine tested for the presence of five (5) drugs, as follows:

1. Marijuana
2. Cocaine
3. Opiates
4. Amphetamines
5. Phencyclidine

All drug tests will be reported by the testing laboratory to a medical review officer (MRO) who will evaluate the results. U.S. Department of Transportation drug testing forms shall be used. After evaluation and interpretation, all verified positive test results will be reported by the MRO to the employee and to the City of Santa Fe Designated Employer Representative. Any refusal to submit to a drug test will be immediately reported by the collection site to the City of Santa Fe Designated Employer Representative.

With respect to verified positive drug tests, the employee will be notified by the MRO that they have seventy-two (72) hours following this notification in which they can request, at their own expense, that split urine specimen be tested by another Department of Health and Human Services (DHHS) certified testing laboratory. However, in the event that the split sample test is negative, the employee will be reimbursed for the test.

Failure to request testing of the split specimen within seventy-two (72) hours of being notified of a positive test by the MRO will result in the test results from the original specimen being accepted as the final test results.

SECTION 6. TYPES OF TESTING

The following tests will be required of all covered employees in accordance with the City of Santa Fe alcohol and drug testing procedures:

1. Pre-employment tests
2. Post-accident tests
3. Random tests
4. Reasonable suspicion tests
5. Return to duty/Follow-up tests

The City of Santa Fe alcohol and drug testing procedures will incorporate all requirements set forth in the federal regulations to ensure employee confidentiality and the integrity of the testing process, to safeguard the validity of the test results, and to see that test results are attributed to the correct covered employee.

SECTION 7. PRE-EMPLOYMENT TESTING.

- A. The following persons will be subject to pre-employment testing in accordance with the City of Santa Fe alcohol and drug testing procedures:
 - 1. Applicants selected for one of the covered positions listed in Section 3.
 - 2. Current City employees selected for assignment into one of the covered positions listed in Section 3, if not currently employed in one of these positions.
 - 3. Employees returning to work who have been removed from the random pool as a result of extended leave.
- B. Individuals identified in Section 7.A. will be informed that they are subject to pre-employment drug testing at the time they apply for a covered position. Once a job offer is made, covered employees shall have a urine sample collected and tested for evidence of the substances listed in Section 5.B. For individuals identified in Section 7.A.1, tests may be conducted as part of a routine pre-employment physical examination. The time, date and location of the physical examination and drug test will be announced in advance of the test. Individuals identified in Section 7.A.2 who do not require a routine pre-employment physical examination will be notified, in advance, of the time, date and location of the drug test only.
- C. Disqualification from City of Santa Fe Employment
 - 1. Applicants for initial hire will be disqualified from City of Santa Fe employment if they:
 - a. fail to appear for the physical examination and urine collection on the designated day unless excused by the City for good and verifiable cause; or
 - b. refuse to provide a urine sample; or
 - c. attempt to alter, taint or otherwise provide a false sample; or
 - d. test positive for the presence of one of the substances listed in Section 5.B; or
 - e. refuse to consent under Federal Highway Administration (FHA) regulations to allow the City of Santa Fe to obtain the driver's previous employer's information on positive controlled substances and/or alcohol test results and refusal to be tested within the previous two (2) years; or

- f. have tested positive or have refused to be tested when required by a previous employer within the last (2) years and have not successfully completed required recommendations of a substance abuse professional.
- 2. Current employees subject to pre-employment drug testing will be disqualified from the position they are seeking if they commit one of the acts listed in 1(a) or 1(f) of Section 7.C above. Current employees subject to pre-employment drug testing will also be subject to discipline in accordance with Section 13 if they commit one of the acts listed in 1(c) or 1(d) of Section 7.C above.
- 3. Persons who are disqualified from the position that required the pre-employment test shall be disqualified from applying for any covered City of Santa Fe position for a period of (2) years. Applications from such persons will hereafter only be accepted if accompanied by a current written statement from a licensed substance abuse professional verifying that the applicant is not now an abuser of alcohol and/or active user of drugs.

SECTION 8. POST-ACCIDENT TESTING.

All employees in covered positions as identified in Section 3 of this Policy will be subject to post-accident alcohol and drug testing in accordance with this, the City's alcohol and drug testing procedures.

- A. A City of Santa Fe safety officer, supervisor or other qualified person shall be responsible for making a determination whether a post-accident drug and alcohol test is required at the time any covered employee is involved in an accident. An "accident" requiring an alcohol and drug test is any accident where:
 - 1. The employee was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life; or
 - 2. The employee receives a citation under State or local law for a moving traffic violation arising from the accident, if the accident involved:
 - a. Bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
 - b. One or more motor vehicle incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- B. The City of Santa Fe will also test any covered employee whose performance could have contributed to the accident.

- C. Employees required to submit to post-accident drug and alcohol testing shall be tested as soon as possible (in all cases drug tests shall be conducted within thirty two (32) hours following the accident and alcohol tests shall be conducted within eight (8) hours of the accident).
- D. An employee required to submit to a post-accident drug and alcohol test will be transported by the City to the collection site and will be required to sign a consent form. The employee must provide a urine and breath sample unless it is determined by medical personnel present that the employee is medically unable to provide the required samples. Following the test, the employee will be relieved of duty with pay pending the City's receipt of the results of the tests from the MRO.
- E. It is the City of Santa Fe's policy that employees who are required to submit to a post-accident drug and alcohol test will be subject to discipline in accordance with Section 13 of this Policy if they:
 - 1. refuse to sign a consent form or refuse to provide a breath and/or urine sample (such refusal shall constitute a verified positive drug and/or alcohol test result); or
 - 2. attempt to alter, taint, or otherwise provide a false sample; or
 - 3. test positive for the presence of one or more of the substances listed in Section 5.
- F. Covered employees must be readily available for post-accident testing. If an employee fails to remain readily available, (e.g., notifying supervisor where employee can be located if employee leaves scene of the accident prior to submitting to testing), the employee will be deemed to have refused to submit to testing which shall constitute a verified positive drug and/or alcohol test result. The requirement to immediately report for post-accident testing is stayed while an employee assists in resolution of an accident or receives medical attention following an accident. In such cases, the employee shall report for post-accident testing immediately after the employee completes provision of necessary post-accident assistance or after necessary medical attention is provided.

SECTION 9. RANDOM TESTING

- A. The City of Santa Fe will maintain a listing of the names of all employees in the covered positions listed in Section 3. During each calendar year, alcohol and/or drug tests will be administered to these employees on a random-selection basis in accordance with federal alcohol and drug testing regulations and with the City of Santa Fe's alcohol and drug testing program. Federal regulations require random drug and alcohol testing for all DOT regulated employee performing safety sensitive functions. At least 50% of the total number of covered employees shall be randomly

tested for drugs, and at least 10% of the total number of covered employees shall be randomly tested for alcohol.

- B. All covered employees will be subject to unannounced drug and alcohol testing on a random basis. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year. Employees will be selected through the use of a scientifically valid random number selection method. All covered employees will remain in the random pool, even after being selected for testing. Thus, it is possible for an employee to be selected for testing more than once within a given time period.
- C. Employees subject to random drug and alcohol testing will be required to sign a consent form at the time of testing/collection.
- D. Employees selected for random alcohol and/or drug tests will be provided with transportation and will immediately report to the collection site where they will be required to provide a breath and/or urine sample.
- E. It is the City of Santa Fe's policy that employees will be subject to discipline in accordance with Section 13, of this Policy if they:
 - 1. do not appear and complete a random drug and/or alcohol test immediately following notification to appear for such tests, refuse to sign a consent form or refuse to provide a breath and/or urine sample (such failure to appear or refusal shall constitute a verified positive drug and/or alcohol test result); or
 - 2. attempt to alter, taint or otherwise provide a false sample; or
 - 3. test positive for the presence of one or more of the substances listed in Section 5 of this Policy.

SECTION 10. REASONABLE SUSPICION TESTING.

- A. All employees in the covered positions listed in Section 3 of this Policy may be required to submit to a reasonable suspicion alcohol and/or drug test.
- B. Employees who are reasonably suspected by a supervisor of violating this Policy will be required to submit to an alcohol and/or drug test in accordance with the City of Santa Fe's alcohol and drug testing procedures. A trained supervisor who makes a determination that a test is required will complete a form indicating the grounds for such determination. Reasonable suspicion testing is required when a trained supervisor can articulate and substantiate physical, behavioral and performance indicators of probable drug use or alcohol misuses by observing the appearance, behavior, speech or body odors of the covered employee.

- C. An employee who is required to submit to an alcohol and/or drug test under this section must sign a consent form.
- D. Employees will be transported by the City of Santa Fe to the collection site and will be required to provide a breath and/or urine sample. Following completion of the test, employees will be transported home and relieved of duty with pay pending the City's receipt of the results of the test from the MRO.
- E. It is the City of Santa Fe's policy that employees will be subject to discipline in accordance with Section 13 of this Policy if they:
 - 1. Refuse to sign a consent form or refuse to provide a urine and/or breath sample (which refusal shall constitute a verified positive drug and/or alcohol test result); or
 - 2. attempt to alter, taint, or otherwise provide a false sample; or
 - 3. test positive for the presence of one or more of the substances listed in Section 5 of this Policy.

SECTION 11. RETURN TO WORK TESTING

Employees who have been disciplined in accordance with Section 13 of this Policy as a result of their first positive test indicating the presence on one or more of the substances listed in Section 5 will be required, prior to returning to work, to take a return to duty alcohol and/or drug test with a verified negative result in accordance with the City of Santa Fe's alcohol and drug testing procedures.

SECTION 12. FOLLOW-UP TESTING.

Current employees who have been disciplined in accordance with Section 13 of this Policy as a result of a positive alcohol and/or drug test required under Section 6, upon return to work shall be subject to a minimum of six (6) unannounced drug and/or alcohol follow up tests during the first twelve (12) months following the employee's return to work, and further testing as recommended by the substance abuse professional for up to a maximum of sixty (60) months. In addition, employees who have been disciplined in accordance with Section 13 of this Policy will also be subject to the testing requirements of Section 6.

SECTION 13. CONSEQUENCES OF THE MISUSE OF DRUGS AND ALCOHOL.

Any employee testing positive for any of the drugs specified in Section 5B of this Policy, or who has a breath alcohol concentration of 0.04 or greater for the DOT mandated alcohol screening test, or who has a second breath alcohol test level between 0.02 and 0.39 within a 12-month period, will be immediately removed from his/her

safety-sensitive position and placed on leave with pay status pending disciplinary action. Regardless of the outcome of a drug screen and the possible consequences, the employee will be provided with information from the City's employee assistance program (EAP) regarding alcohol and/or substance abuse and the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs. The City will have no responsibility to pay for any necessary treatment on the part of the employee.

An employee, who for the first time in a 12-month period is found to have an alcohol concentration of 0.02 or greater but less than 0.04, shall not be permitted to perform safety-sensitive functions until the employee's alcohol concentration measures less than 0.02, or the start of the employee's next regularly scheduled duty period, but not less than eight hours following administration of the test.

A. Consequences of a Positive Drug or Alcohol Test

1. Any job applicant who tests positive for drugs will not be hired. Any employee who tests positive for drugs or alcohol for a post-accident test or who has a second confirmed positive drug or alcohol test will be terminated from employment with the City.

2. Conditional Retention

It is the City of Santa Fe's policy that current employees, who have a verified positive drug or alcohol test and are not subject to termination under Section 13A.1 or 13B of this Policy, will be offered conditional retention of employment if the employee:

- a) submits to an evaluation by a substance abuse professional approved by the City's EAP; and
- b) signs a conditional retention of employment agreement; and
- c) is determined by a substance abuse professional to require assistance in resolving problems associated with drug abuse and/or alcohol misuse (the employee must agree to attend a City of Santa Fe approved treatment program and sign a monitoring agreement with the City's EAP to ensure successful completion of the treatment program specified by the substance abuse professional); and
- d) upon return to work, is subject to a return to duty drug and/or alcohol test (follow-up tests are required if recommended by the substance abuse professional).

- e) The employee who is conditionally retained must fully comply with the conditions of retention of employment, including successful completion of the treatment program specified by the substance abuse professional.

3. Discipline for a Positive Drug or Alcohol Test

Current employees who have a confirmed positive drug or alcohol test will immediately be removed from duty and disciplined as follows:

a) Consequences for a Positive Drug or Alcohol Test:

- (1) Employees with their first confirmed positive drug or alcohol test shall be suspended for two weeks, (10 working days) without pay.
- (2) Employees with their second confirmed drug or alcohol test shall be processed under Section 13B, Termination.

B. Termination

It is the City of Santa Fe's policy that current employees will be terminated if the employee:

- 1. uses, possesses, sells, purchases, manufactures, distributes, or transfers alcohol beverages (except off-duty use at public events), or controlled substances or other performance-impairing substances while on duty or on City property; or,
- 2. consumes alcohol within four (4) hours of the employee's scheduled time to report for work, or within eight (8) hours following an accident or until the employee takes a post-accident alcohol and/or drug test, whichever occurs first; or,
- 3. refuses to submit to an alcohol and/or drug test when so directed by the City of Santa Fe, or tampers or attempts to tamper with an alcohol and/or drug test; or,
- 4. tests positive and was involved in an accident resulting in death, serious injury or extensive property damage (post-accident drug and/or alcohol test) or
- 5. tests positive and is also being terminated for other misconduct which could independently result in their discharge; or
- 6. tests positive and has not completed the initial probationary period following hire into the employee's first position with the City of Santa Fe; or

7. does not appear and complete a random or follow-up drug and/or alcohol test within two (2) hours following notification to appear for such tests, refuses to sign a consent form or refuses to provide a breath and/or urine sample; or
8. has a second confirmed positive drug or alcohol test.

SECTION 14. CONFIDENTIALITY.

All testing will be conducted in accordance with the federal regulations to ensure test results are accurate and reliable. Further, the City of Santa Fe will carry out this policy in a manner that respects the dignity and confidentiality of those involved. No laboratory reports or test results shall appear in the employee's employment history unless they are a part of a disciplinary action taken. Laboratory reports and test results shall be placed in a special locked file maintained by the Drug Abuse Coordinator. Files relating to laboratory reports or test results maintained by the Drug Abuse Coordinator must be kept confidential and shall be disclosed only by consent of the patient. Upon request, an employee is entitled to obtain copies of any records pertaining to the employee's use of prohibited drugs, including any records pertaining to the employee's drug tests.

SECTION 15. EMPLOYEE ASSISTANCE PROGRAMS/SELF-REFERRAL

The City of Santa Fe takes seriously its commitment to provide safe conditions to the public and its employees. Recognizing this commitment, the City maintains employee assistance programs that can provide access to professional services in an effort to aid any employee who has an alcohol or chemical dependency problem. Participation in this program is voluntary and all records regarding self-referral or acknowledgement will be kept confidential to the extent required by law.

All employees who suspect they may have alcohol or substance abuse problems are strongly encouraged to utilize employee assistance program resources before the problem affects their employment status. There will be no disciplinary action involved for self-referral to the EAP. Voluntary self-referral, however, shall not relieve the employee from responsibility for adequate job performance. Self-referral after notification of a required drug or alcohol test will not eliminate requirement to take such a test and will not preclude the taking of disciplinary action against an individual who fails a required drug or alcohol test.

Any costs for counseling or rehabilitation shall be the responsibility of the employee. Because the City realizes that financial considerations might prevent some employees from seeking help, however, it is the City's policy to allow employees (upon recommendations of their counselor) to use any and all earned benefits. This includes

medical insurance, annual and sick leave, short-term disability (physician must certify disability), and leave of absence, if needed.

Questions about the City of Santa Fe's employee assistance programs should be addressed to the City's Designated Employer Representative, who serves as the drug and alcohol program administrator.

SECTION 16. MODIFICATIONS.

The program administrator shall propose for adoption by the City Council such modifications, amendments and revisions to the City's drug and alcohol program as he deems necessary after a review process and concurrence by the affected department to carry out the provisions of regulations issued pursuant to the Omnibus Transportation Employee Testing Act of 1991 and to enact such additional procedures as may be necessary to insure the City of Santa Fe's compliance with state and federal law affecting drug and alcohol matters. Nothing herein is intended to waive a union's legal right to mandatory subjects of bargaining.

SECTION 17. DOCUMENTATION INCORPORATED BY REFERENCE INTO POLICY.

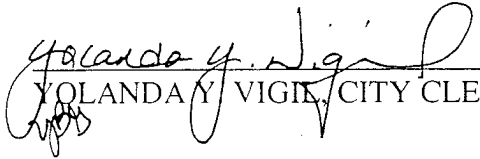
The following documentation is incorporated by reference into this policy:

- Exhibit 1. Safety Sensitive Positions
- Exhibit 2. City of Santa Fe DAPM/SAP/MRO Identification
- Exhibit 3. PART 382. CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING
- Exhibit 4. PART 40, PROCEDURES FOR TRANSPORTATION WORKPLACE DRUG AND ALCOHOL TESTING PROGRAMS

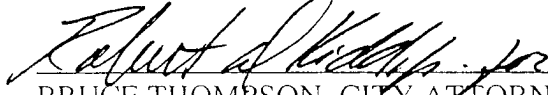
APPROVED this 28 day of May 2003


JIM ROMERO, CITY MANAGER

ATTEST:


YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:


BRUCE THOMPSON, CITY ATTORNEY

APPROVED:


AFSCME
ROBERT CHAVEZ

EXHIBIT 1

The following are positions, which have been defined as SAFETY SENSITIVE and are regulated by the City of Santa Fe under Rule 16 as Amended. Additional positions identified to require CDL Licensure are incorporated by reference into this policy.

<u>Job Code</u>	<u>Position Title</u>
1 AUMC	Auto Mechanic
1 DISP	Dispatcher
1 EQPM	Equipment Manager
1 EQSW	Equipment Service Worker
1 FLSM	Fleet Section Manager
1 HEQM	Heavy Equipment Mechanic
1 MCHS	Mechanic Supervisor
1 PAIT	Paint Technician
1 PTTC	Paint Technician Senior
2 EQPO	Parks Equipment Operator
1SSTO	Senior Services Transit Operator
1SGNT	Sign Technician Senior
1SDTL	Streets and Drainage Div. Director
1SDSP	Streets and Drainage Superintendent
1SEOP	Streets Equipment Operator
1SMWS	Streets Maintenance Worker Senior
1STMW	Streets Maintenance Worker
1STSU	Streets Supervisor
1EQPO	SWM Equipment Operator
1SWMW	SWM Maintenance Worker Senior
3SWWR	SWM Maintenance Worker
1SMSU	SWM Supervisor
1SMST	SWM Transfer Station Manager
1TRNO	SWM Transport Operator
1WELD	Welder
1WMCM	WWM Collections Manager
1EQPO	WWM Equipment Operator
1WMMM	WWM Equipment Specialist
1WMOP	WWM Field Operator
1WMOS	WWM Field Operator Senior
1WMSS	WWM Section Supervisor
1WSSR	Equipment Specialist Engineer
1WESP	Water Equipment Engineer
1JMPF	Journeyman Pipefitter
1TDOS	Transmission & Dis. Operations Supv.
1HEQM	Heavy Equipment Mechanic
1JEWO	Equipment Water Operator

EXHIBIT 2
RULE 16A
DRUG AND ALCOHOL TESTING PROGRAM

Providers to Substance Abuse Program Manager and/or Designated Employer Representative (DER), Collection Site Laboratory, Medical Review Officer (MRO), Employee Assistance Program and Substance Abuse Professional *employee information*.

SUBSTANCE ABUSE PROGRAM MANAGER

City of Santa Fe
2651 Siringo Rd. Bldg. J.,
Santa Fe N.M. 87504
Contact: Debbie Rouse
Office (505) 955-5625
Home (505) 685-4553
Cell# (505) 660-8026
Fax: (505) 955-5628

COLLECTION SITE

CONCENTRA MEDICAL CENTER
720 St. Michaels Drive, Ste. C
Santa Fe, NM 87505
Phone: (505) 438-9402
Fax: (505) 471-9240

MEDICAL REVIEW OFFICER (MRO)

Choice Point Nat'l Rev. Offices
Dr. Stuart B. Hoffman, M.D.
5900 Wilshire Blvd 22nd Floor
Los Angeles CA 90036
Phone: 800-939-4782

LABATORY-ADVANCED TOXICOLOGY NETWORK (ATN)

Tennessee
Phone: 888-222-4894 or 888-290-1150

EMPLOYEE ASSISTANCE PROGRAM (EAP) AND SUBSTANCE ABUSE PROFESSIONAL

The Solutions Group
1240 Pennsylvania NE, Suite C
Albuquerque, NM 87110
Contact: Adam Stern
Phone: (505) 254-3555
Fax: (505) 254-3535

D/A-155LT
Rev 7/02

EXHIBIT 3

RULE 16 (Amended)

DRUG AND ALCOHOL TESTING PROGRAM

PART 382

DEPARTMENT OF TRANSPORTATION

PART 382, CONTROLLED SUBSTANCES AND ALCOHOL USE AND TESTING